

Security Manager's Electronic Questionnaires for Investigations Processing (e-QIP) Handbook



Chief of Naval Operations (N09N2)

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Table of Contents

Introduction	1
Policy	2
Web Brower Requirements	3
Web Brower Requirements (continued)	4
System Access Request Form	5
System Access Request Form (continued)	6
System Access Request Form (continued)	7
JCAVS Requirements	8
Establishing e-QIP Permission	9
Granting e-QIP Permission	10
JCAVS Welcome Screen	11
JCAVS Select Person	12
Selecting Correct Person Category	13
Investigation Request	14
Determining Investigation Scope	15
Determining Investigation Scope (continued)	16
Determining Sensitivity Level	17
Determining Duty/Position Code	18



Table of Contents

Requesting Notification of Advanced National Agency Check (NAC)	19
Command Access Code	20
Determining Sensitivity ADP Requirements	21
Security Office Identifier (SOI)/Submitting Office Number (SON)	22
Location of Security Folder	23
Location of Official Personnel Folder	24
Initiate the e-QIP Request	25
Initiate the e-QIP Request (Continued)	26
Record of Request	27
Time Limits	28
Time Limits (continued)	29
How to Approve e-QIP	30
Investigation Request Status Notification	31
Investigation Request Status History	32
Investigation Request Documents	33
Investigation Request Status Notification	34
Investigation Request Documents History	35
Ready for Review and Approval	36



Table of Contents

Record of Approval	37
Modification/Revision of Investigation Request	38
Revise Personnel Security Questionnaire	39
Revise Personnel Security Questionnaire (cont)	40
Revise Personnel Security Questionnaire (cont)	41
Overriding a Pending Investigation Request	42
Overriding a Pending Investigation Request (cont)	43
PSI Automation Signature Pages	44
Fax/Uploading Signature Pages	45
Fax/Uploading Signature Pages (continued)	46
JCAVS Approval Process	47
Submitting e-QIP to OPM	48
Investigation Request Status	49
JCAVS Notification	50
Investigation Receipt	51
Investigation Receipt (continued)	52
Mailing Instruction for Fingerprint Cards	53
Items Requiring Corrections	54
Possible Fax Errors	55



Introduction

The Electronic Questionnaires for Investigations Processing (e-QIP) is part of an e-government initiative sponsored by the Office of Personnel Management (OPM). The e-QIP allows applicants to electronically enter, update, and transmit their personal investigative data over a secure Internet connection to their employing agency or security management office for review and approval of the personnel security investigation request.

The e-QIP is accessible from a secure website at www.opm.gov/e-qip that is designed to hold all personnel security investigative forms.



Electronic Questionnaires for Investigations Processing (e-QIP)

Policy

The Electronic Questionnaires for Investigations Processing (e-QIP) has replaced the Electronic Personnel Security Questionnaire (EPSQ), previously used within the Department of Defense (DoD) as the automated request for personnel security investigations. The e-QIP is part of an e-government initiative sponsored by the Office of Personnel Management (OPM). The e-QIP allows applicants to electronically enter, update, and transmit their personal investigative data over a secure Internet connection to their employing agency or security management office for review and approval of the personnel security investigation (PSI) request.



Web Browser Requirements

The e-QIP is compatible with Microsoft Internet Explorer (IE), Netscape, and Mozilla. The following specific versions will be compatible:

Using Internet Explorer you must have version 5.5 or later, with Service Pack 2. Internet Options for IE should be set as follows:

- Enable JavaScript
- Enable Cookies (e-QIP uses one session cookie only.)
- Enable TLS 1.0
- Enable Scripting

Using Mozilla, you must have version 1.0 or newer. Although security settings may already be defaulted to the proper values, you should verify by doing the following in this order:

- Select "Edit"
- Select "Preferences"
- Select "Privacy and Security"
- Select "SSL"
- Under SSL Protocol Versions, enable "SSL Version 2," "SSL Version 3," and "TLS". You must also verify that they are enabled to use cookies. To do so, go to your browser's toolbar and verify in the following order:

- Select "Edit"
- Select "Preferences"
- Select "Privacy and Security"
- Select "Cookies" (e-QIP uses one session of cookies only.)



Web Browser Requirements

Ensure that either "enable cookies for the originating website only" or "enable all cookies" is checked. (e-QIP uses one session cookie only.)

The e-QIP is also compatible with **Netscape Navigator, 6.1 and newer.**

If using **JAWS screen-reading software,** please note that JAWS requires the use of Internet Explorer, version 5.5 or newer.

Users must use these settings on their browser to properly operate e-QIP.

System Access Request Form

DoD
PID

SYSTEM ACCESS REQUEST (SAR) DEFENSE INFORMATION SYSTEM FOR SECURITY (DISS) USER <small>SCO, 2780 Airport Drive, Suite 400, Attn: Customer Service, Columbus, OH, 43219-2268 Phone: 888.282.7682 FAX: 614.827.1544</small>			
PRIVACY ACT ADVISEMENT: The information requested is for the purpose of granting access to DoD/DSS automated systems. Providing requested information, to include your social security number (SSN), is voluntary. However, your access may not be granted if all requested information is not provided. AUTHORITIES: Executive Orders (EO) 10450, 10865, 1233 and 10865. The SSN, required for record accuracy, is requested pursuant to EO 9397.			
1. TYPE OF USER <input type="checkbox"/> DoD <input type="checkbox"/> Non-DoD (Civilian Agencies) <input type="checkbox"/> NISP Contractor			
2. REQUEST: <input type="checkbox"/> Level (JPAS Only) <input type="checkbox"/> Create an Account <input type="checkbox"/> Delete an Account <input type="checkbox"/> Name Change (Last, First, Middle) From: _____ To: _____			
3. USER INFORMATION Last Name: _____ First Name: _____ Middle Name: _____ Social Security Number: _____ Grade/Rank (Government Only): _____ Job Title: _____ Organization Name: _____ Office Symbol: _____ CAGE Code (NISP Contractor Only): _____ Agency Code (DCII Only): _____ Duty Station Address (street, city, state, zip code): _____ Telephone Number: _____ Fax Number: _____ e-Mail Address: _____			
4. APPLICATIONS Defense Central Index of Investigations (DCII) (Government Only) <input type="checkbox"/> Agency Administrator <input type="checkbox"/> User <input type="checkbox"/> Query <input type="checkbox"/> Add <input type="checkbox"/> Delete <input type="checkbox"/> Update <input type="checkbox"/> File Demand (Provide Accreditation Code): _____ <input type="checkbox"/> File Demand Print		OTHER <input type="checkbox"/> Feedback & Automated Security Plan Template (FAST) <input type="checkbox"/> DISS Gateway <input type="checkbox"/> Industrial Security Facilities Database (ISFD) <input type="checkbox"/> Other (Please Specify) _____ _____ _____ _____	
5. JAMS USER ROLES <div style="display: flex; justify-content: space-between;"> <div> CAF: <input type="checkbox"/> Account Manager <input type="checkbox"/> Security Assistant <input type="checkbox"/> Pending User </div> <div> CAF Team: <input type="checkbox"/> Manager <input type="checkbox"/> Customer Support <input type="checkbox"/> Supervisor </div> <div> Employee Code: <input type="checkbox"/> Computer Analyst <input type="checkbox"/> Adjudicator <input type="checkbox"/> Mailroom </div> <div> <input type="checkbox"/> Case Assignment Personnel <input type="checkbox"/> Management Support </div> </div> Special Case User Can Handle: <input type="checkbox"/> CAF Employees <input type="checkbox"/> Presidential Support <input type="checkbox"/> GS-15/General Officer Investigation Request Permissions: <input type="checkbox"/> Review e-QIP <input type="checkbox"/> Approve e-QIP User Permissions: <div style="display: flex; flex-wrap: wrap;"> <div style="width: 25%;"> <input type="checkbox"/> SAP <input type="checkbox"/> Reports <input type="checkbox"/> Case Management <input type="checkbox"/> Reassign to Other CAF </div> <div style="width: 25%;"> <input type="checkbox"/> SCI <input type="checkbox"/> JCAVS <input type="checkbox"/> Update Case Component <input type="checkbox"/> Assign/Reassign Cases </div> <div style="width: 25%;"> <input type="checkbox"/> TS <input type="checkbox"/> FOIA/PA <input type="checkbox"/> Assign CAF Cases <input type="checkbox"/> Reassign from Other Employee </div> <div style="width: 25%;"> <input type="checkbox"/> Secret <input type="checkbox"/> LAA <input type="checkbox"/> Review Required </div> </div>			

System Access Request Form

User Last Name _____ SSN (last 4 digits) _____

E-QIP

Level

Account Manager

User

Account Manager

6. JCAVS (Note: If request is for an Industry Account Manager, fax the completed SAR to 703.325.1003, not DISCO.)

Type of Account Requested: ☐ Account Manager ☐ User

Requested: ☐ Initiate PSI ☐ Override PSI ☐ Review e-QIP ☐ Approve e-QIP

Industry:

<input type="checkbox"/> Level 1 Corporate Officer (SCI)	<input type="checkbox"/> Level 2 MACOM/Activity/HQ/Agency SSO
<input type="checkbox"/> Level 3 Company FSO Officer/Manager (SCI)	<input type="checkbox"/> Level 3 Base/Post/Ship/etc. SSO
<input type="checkbox"/> Level 4 Corporate Officers Manager	<input type="checkbox"/> Level 4 MACOM Non-SCI Security Manager
<input type="checkbox"/> Level 5 Company FSO Officers/Manager	<input type="checkbox"/> Level 5 Base/Post/Ship/Non-SCI Security Mgr
<input type="checkbox"/> Level 6 Unit Security Manager/Visitor Control	<input type="checkbox"/> Level 6 Unit Security Manager
<input type="checkbox"/> Level 7 Guard Entry Personnel	<input type="checkbox"/> Level 7 Collateral Entry Controller
<input type="checkbox"/> Level 8 Guard Entry Personnel (SCI)	<input type="checkbox"/> Level 8 SCIF Entry Controller
<input type="checkbox"/> Level 10 Visitor Management	<input type="checkbox"/> Level 10 Visitor Management

7. NOMINATING OFFICIAL'S CERTIFICATION¹

I certify that the named individual meets the requirements for access and account management privileges. Furthermore, I certify that the named user required account/access as indicated above in order to perform assigned duties.

Nominating Official's Printed Name _____ Nominating Official's Signature and Date _____

Nominating Official's Title _____ Nominating Official's Telephone Number _____

8. USER'S CERTIFICATION

I hereby understand that by signing this System Access Request, I am solely responsible for the use and protection of the user ID and password that I will be provided. I also understand that I am not authorized to share by user ID and password with any other individuals. I will utilize all tools and applications in accordance with the Account Management Policy and Security Policy, as well as all applicable U.S. laws and DoD regulations.

User's Printed Name _____ User's Signature and Date _____

9. VALIDATING OFFICIAL²

I have reviewed the appropriate security coordinator/manager that minimum investigative requirements for the above user have been met.

Clearance Level: _____ Type of Investigation: _____

Clearance Granted Date: _____ Date Investigation Completed: _____

Clearance Issued by: _____ CAGE Code (Contractors Only): _____

Printed Name of DoD Security Call Center Representative or Security Official _____ Signature of DoD Security Call Center Representative or Security Official, and Date _____

10. ADDITIONAL SAR DIRECTIVES

- The SAR must be signed by the Nominating Official and the User or it will not be processed.
- The signed SAR should be scanned to a PDF file and e-mailed to: account.request@dss.mil. If scanning capability is not available, the SAR may be faxed to 614.827.1544, Attn: Customer Service, or mailed to DISCO, 2780 Airport Drive, Suite 400, Attn: Customer Service, Columbus, OH, 43219-2268.
- Per the Note in Item 6, "JCAVS," the JCAVS Corporate Account Manager or FSO must fax requests to (703) 325-1003, rather than to DISCO.
- Notification of access will be sent to the User's e-mail address.

¹ Nominating Official may be the Facility Security Officer, Security Manager, Information Systems Security Officer, Agency Administrator, etc.

² Validating Official is either a representative of the DoD Security Call Center, or, if the SAR is staying within the agency, the appropriate security official.



Joint Clearance Access Verification System (JCAVS) Requirements

Before processing an individual for a personnel security investigation (PSI) using e-QIP, the following requirements must be met:

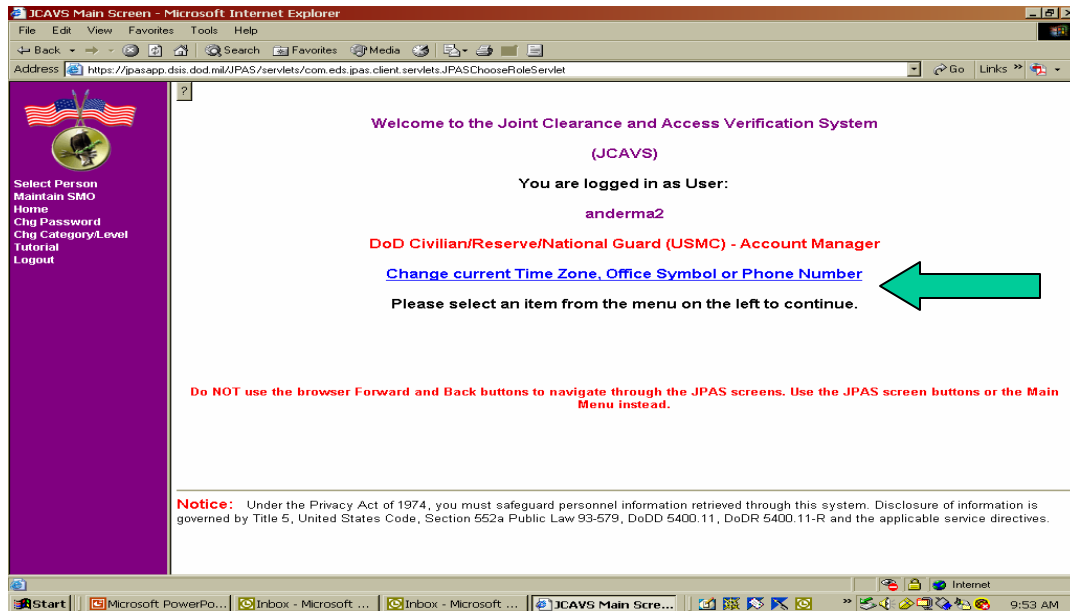
- Person Category must be "active" (no separation date)
- Person Category must not have "access suspended"
- Person must not be in "Due Process", e.g. pending response to an LOI/SOR, etc.
- Person must not already have an active PSI request.
- If the person's eligibility has been "Denied" or "Revoked", it must be older than 12 months. The date of the denial/revocation will be on the person summary, on the "Adjudication Summary" line.

The JCAVS e-QIP initiator must meet the following rules:

- Must be a JCAVS user level 2, 3, 4, 5 or 6 and have Initiator permission, and
- The Person Category must have been in-processed within JCAVS as owned or serviced.
- For assistance, go to "www.navysecurity.navy.mil" and click on JCAVS to review a copy of the Navy JCAVS User's Manual.



Establishing e-QIP Permission



The "Add/Modify/Remove JCAVS User" screen allows Account Managers to add, modify, or remove a JCAVS user and assign e-QIP permissions.



Granting e-QIP Permission

Account Manager

Identify Special Privileges

☒ None ☐ Presidential Support Unit ☐ Service Secretary ☐ OSD Executive Secretary

Identify Other Special Privileges

☐ B Access Designation Authority ☐ Polygraph

Identify Investigation Request Permissions

☐ Initiate PSI ☐ Review PSQ ☐ Approve PSQ ☐ Override PSI

☐ Add ☒ Modify ☐ Remove

Lock Reasons

☐ Lock Account ☒ Unlock Account

Only "Initiators" or "Overriding Initiators" affiliated with a Security Management Office that has an active owning or servicing relationship with the Person Category may create or Initiate an Investigation Request.

The "Initiator" may create, modify, initiate PSI, stop PSQ, and resume PSQ, JCAVS levels 2-6.

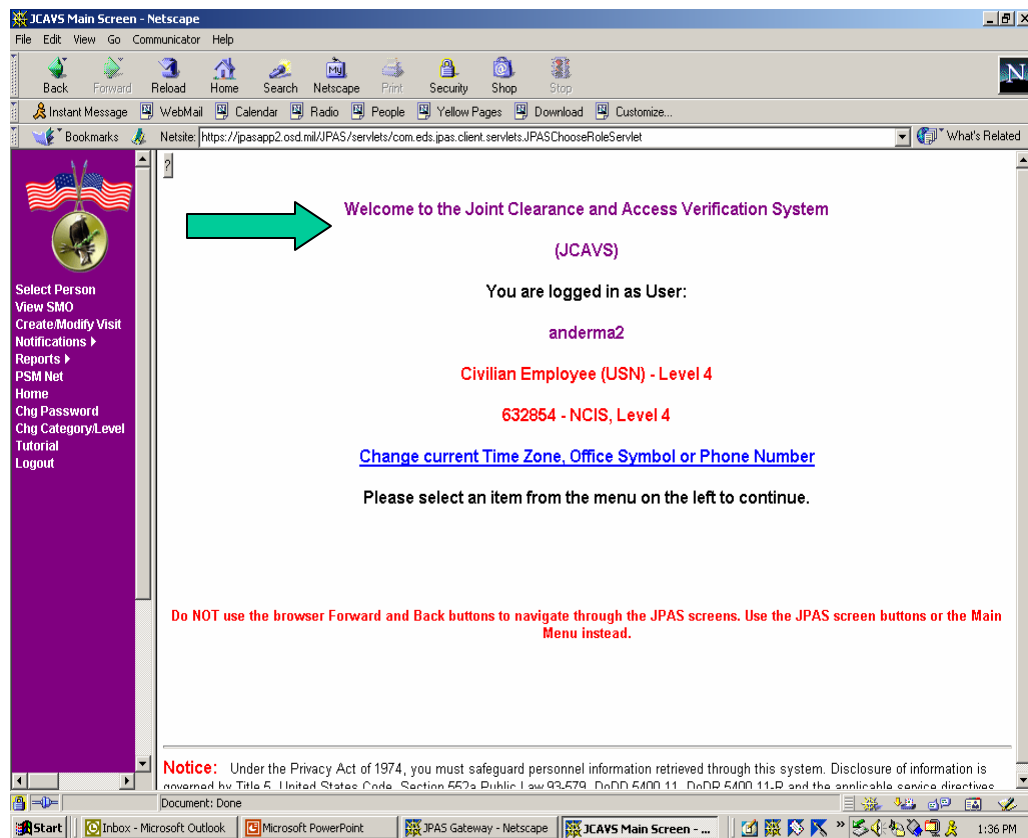
The "Reviewer" may not modify Investigation Request information, JCAVS levels 2-6.

The "Approver" may change any Investigation Request information that is provided by the Initiator, JCAVS levels 2-6.

The "Overriding Initiator" may Create, Modify, Initiate PSI, Stop PSQ, and Resume PSQ, JCAVS levels 2 and 4 only.



JCAVS Welcome Screen



The Security Manager will access the Investigation Request function via the Joint Clearance and Verification System (JCAVS) Person Summary:

- Select Person function from the Main Menu.



JCAVS Select Person

A screenshot of the JCAVS Main Screen in a Netscape browser window. The browser title is "JCAVS Main Screen - Netscape". The address bar shows the URL "https://ipasapp2.osd.mil/IPAS/servlets/com.eds.ipas.client.servlets.JPASChooseRoleServlet". The page has a purple sidebar on the left with a menu containing: "Select Person", "View SMO", "Create/Modify Visit", "Notifications", "Reports", "PSM Net", "Home", "Chg Password", "Chg Category/Level", "Tutorial", and "Logout". The main content area is titled "Select Person" and contains several input fields: "*SSN:", "Last Name:", "First Name:", and "Middle Name:". Below these are four radio buttons: "Display Person Summary:", "Display abbrev. Person Summary with VISIT Info:", "Display Add/Modify Non-DoD Person:", and "Display SIL:". At the bottom of the form are two buttons: "Display" and "Clear". A "Notice" section at the bottom of the page states: "Under the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, Section 552a Public Law 93-579, DoDD 5400.11, DoDR 5400.11-R and the applicable service directives." The Windows taskbar at the bottom shows the Start button and several open applications: "Inbox - Microsoft Outlook", "Microsoft PowerPoint - [E...]", "JPAS Gateway - Netscape", and "JCAVS Main Screen - ...". The system clock shows "1:37 PM".

Type in the SSN of the individual for whom you are initiating an investigation.



Selecting Correct Person Category

JCAVS Main Screen - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://jpasapp.ds.is.dod.mil/JPAS/servlets/com.eds.jpas.client.servlets.JPASChooseRoleServlet

Person Category

Open Investigation:

SSN:

DoD Civilian/Reserve/National Guard (USMC)

PSQ Sent Date: N/A

Attestation Date: 2003 12 12

Incident Report: N/A

SF 713 Fin Consent Date: N/A

SF 714 Fin Disclosure Date: N/A

Polygraph: N/A

Foreign Relation:

Date of Birth: 1954 04 14

Marital Status: N/A

Place of Birth: N/A

Citizenship: U.S. Citizen

NdA Signed: Yes

NdS Signed: Yes

[PSQ Sent](#) [SCI Access History](#) [Request to Research/Upgrade Eligibility](#)

[Non-SCI Access History](#) [NdA History](#)

[Unofficial Foreign Travel](#) [NdS History](#)

Accesses

Category	US Access	PSP	Suitability and Trustworthiness	SCI	Available Actions
Civilian Employee (USN)	Top Secret	No	IT: N/A Public Trust: N/A Child Care: N/A	SI TK G HCS Access Number: N/A	Indoctrinate Non-SCI Debrief Non-SCI Indoctrinate SCI Debrief SCI Request SPA
DoD Civilian/Reserve/National Guard (USMC)	Top Secret	No	IT: N/A Public Trust: N/A	SI TK	

Select the correct "Person Category".



Investigation Request

JCAVS Main Screen - Microsoft Internet Explorer

Address: https://ipasapp.dsis.dod.mil/IPAS/servlets/com.eds.ipas.client.servlets.JPASChooseRoleServlet

Guard (USMC)			Public Trust: N/A	TK	
			Child Care: N/A	G	
				HCS	
				Access Number: N/A	

Person Category Information

Category Classification: N/A
Organization: 63285, 63285, 63285, DC, 20388
Organization Status: N/A
Occupation Code: 0080
SCI SMO: NCIS, Level 3, 2024336911/9637, jdrewery@ncis.navy.mil and/or pbeattie@ncis.navy.mil
Non-SCI SMO: NCIS, Level 4, 2024339631, caborden@ncis.navy.mil
Servicing SMO: Yes
Office Symbol: 22D2
Position Code: N/A
Arrival Date: N/A
Office Phone Comm: (202) 433-8854
Separation Status: N/A
Interim: N/A
Separation Date: N/A
Grade: GS13
PS: Critical Sensitive
RNLT: N/A
Office Phone DSN: 2888
TAFMSD: N/A
Proj. Departure Date: N/A
Proj. UIC/RUC/PASCODE: N/A

[Report Incident](#) [Suspense Data](#) [In/Out Process](#) [Investigation Request](#) [Request Indoc/Debrief Assistance](#) [Remarks](#)

Investigation Summary [Investigation History](#)

SBPR from OPM, Opened: 2001 05 17 Closed 2004 05 21
SBPR from OPM, Opened: Closed 2002 06 24

Adjudication Summary [Adjudication History](#)

Recertify Eligibility Adjudication of SBPR OPM, Opened, Closed 2002 06 24, determined Eligibility of SCI - DCID 6/M on 2004 06 03 DoNCAF

Select the "Investigation Request" link.



Determining Investigation Scope

JCAVS Main Screen - Netscape

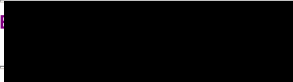
File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop


Instant Message WebMail Calendar Radio People Yellow Pages Download Customize...

Bookmarks Netsite: https://ipasapp.ds.is.dod.mil/JPAS/servlets/com.eds.ipas.client.servlets.JPASChooseRoleServlet

Determine Investigation Scope

 Grade: GS13 Category: Civilian Employee (USN)

Active Request: N/A

 *Eligibility:

Confidential
Secret
Top Secret
SCI - DCID 6/4

Notice: Under the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, Section 552a Public Law 93-579, DoDD 5400.11, DoDR 5400.11-R and the applicable service directives.

Document: Done

Start JCAVS Main Screen - N... EQIP Jul 05.doc - Microso...

12:57 PM

Open the drop down box. Determine what eligibility is required.



Determining Investigation Scope

JCAVS Main Screen - Microsoft Internet Explorer

Address: https://jpasapp.dsis.dod.mil/JPAS/servlets/com.eds.jpas.client.servlets.JPASChooseRoleServlet

Determine Investigation Scope

Grade: GS13 Category: Civilian Employee (USN)

Active Request: N/A

*Eligibility: Secret

Determine Investigation Type

Initiation Scope

Eligibility: Secret

Recommended Investigation Type: ANCI Periodic Reinvestigation: No

*Investigation Type: ANCI

Override Justification:

*Sensitivity Level Code:

*Duty/Position Code:

Recommended Service Code: N/A

*Service Code:

Override Justification:

OK Cancel

The investigation automatically populates when you choose the type of eligibility.



Determining Sensitivity Level

JCAVS Main Screen - Microsoft Internet Explorer

Address: https://pasapp.dsis.dod.mil/JPAS/servlets/com.eds.jpas.client.servlets.JPASChooseRoleServlet

Determine Investigation Scope

Grade: GS13 Category: Civilian Employee (USN)

Active Request: N/A

*Eligibility: Secret

Determine Investigation Type

Initiation Scope

Eligibility: Secret

Recommended Investigation Type: ANCI Periodic Reinvestigation: No

*Investigation Type: ANCI

Override Justification:

Sensitivity Level Code: Non Critical Sensitive

*Duty/Position Code:

Recommended Service Code: N/A

*Service Code:

Override Justification:

OK Cancel

Done

Start JCAVS Main Scre... Microsoft PowerPo... Inbox - Microsoft ... Document1 - Micr...

9:58 AM

Populate the position sensitivity level for civilian personnel only.



Determining Duty/Position Code

JCAVS Main Screen - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address: https://pasapp.dsis.dod.mil/JPAS/servlets/com.eds.jpas.client.servlets.JPASChooseRoleServlet

Active Request: N/A

*Eligibility: SCI - DCID 6/4

Determine Investigation Type

Initiation Scope

Eligibility: SCI - DCID 6/4

Recommended Investigation Type: PPR Periodic Reinvestigation: Yes

*Investigation Type: PPR

Override Justification:

*Sensitivity Level Code:

Duty/Position Code:

Recommended Service Code:

*Service Code:

Override Justification:

Agency Special Agreement Cases
Army Contingency Requirements
Blowtorch
Congressional Staff
Noble Eagle Cases
SES/GM-15 (or equivalent)
Special Handling - Agency Cases
Special/Confidential Assistants (GS/GM-13 & above)
White House
Yankee White

Notice: Under the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, Section 552a Public Law 93-579, DoDD 5400.11, DoDR 5400.11-R and the applicable service directives.

Done

Start

Internet

10:57 AM

Duty Position Code. If you have a special duty/position code listed, highlight the Duty/Position Code which will populate in the blank space. However, in most cases, you will leave this block "blank". This is how OPM determines the time frame to complete an investigation based on priority requirements.



Requesting Notification of Advanced NAC

JCAVS Main Screen - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

Instant Message WebMail Calendar Radio People Yellow Pages Download Customize...

Bookmarks Netsite: https://ipasapp2.osd.mil/IPAS/servlets/com.eds.ipas.client.servlets.JPASChooseRoleServlet What's Related

Add/Modify Investigation Request

Grade: GG14 Category: Civilian Employee (USN)

Active Request: N/A

Investigation Scope

Investigation Type: SSBI
Sensitivity Level Code: Critical Sensitive
Duty Position Code: Personnel Reliability Program
Service Code: 35 Days

Scope Detail

Additional Scope Information

*Form Type: SF 86 *Position Title:
*Date of Birth: 1960 06 02 *Access Code:
Advance NAC Extra Coverage: ☐ Sensitivity ADP:
SOI: NV00 SON: N999
OPAC-ALC: DoD-Navy

Additional Request Information

Requesting Official

*Name: Title:
*Phone Number: Extension:

Document: Done

Start Inbox - Micros... JPAS Gateway... JCAVS Main ... Inbox - Micros... e-qip screens... 5:48 AM

If an Advance NAC is required, check the box.
Refer to SECNAV M-5510.30 for policy guidance.



Command Access Code

JCAVS Main Screen - Microsoft Internet Explorer

Address: https://pasapp.dsis.dod.mil/JPAS/servlets/com.eds.jpas.client.servlets.JPASChooseRoleServlet

Scope Detail

Additional Scope Information

*Form Type: SF 86
*Date of Birth: 1955 11 07
Advance NAC Extra Coverage: ☐
*Local Agency Check Date:
*Service Agency: Navy
SOI: NV00
*OPAC-ALC: DoDNavy

Position Title: Civilian
*Access Code:
Sensitivity ADP:
Confidential
Not Required
Secret
SON: N999

Additional Request Information

Requesting Official
*Name:
Title:
*Phone Number: Extension:
Security Folder
*Location:
Location Name:
Street Address 1:
Street Address 2:
Street Address 3:
City:
State: Zip Code:
Official Personnel Folder

Left sidebar menu:
Select Person
View SMO
Create/Modify Visit
Notifications
Reports
Access Number
Act PC-Access/No PSM M
FY Access Total
FY Eligibility Total
Interim SCI
Inv Rqst By Duty Pos
Non-SCI Totals
Periodic Reinvest
Personnel
PSM Net Personnel
SCI Access Totals
SMO-No PSM Net
SMO-No Users
SMO-PC-No Access
SPA
Suspense
Suspension
Access Number
PSM Net
Manage Invest Rqsts
Home
Chg Password
Chg Category/Level
Tutorial
Logout

Determine the command requirements for clearance/access to classified national security information, e.g., Top Secret, Secret or Confidential.



Determining Sensitivity ADP Requirements

JCAVS Main Screen - Microsoft Internet Explorer

Address: https://ipasapp.dsis.dod.mil/JPAS/servlets/com.eds.ipas.client.servlets.JPASChooseRoleServlet

Scope Detail

Additional Scope Information

*Form Type: SF 86

*Date of Birth: 1955 11 07

Advance NAC Extra Coverage: ☐

*Local Agency Check Date:

*Service Agency: Navy

SOL: NV00

*OPAC-ALC: DoDNavy

Position Title: Civilian

*Access Code: Secret

Sensitivity ADP: IT-II, IT-III, SON: Unclassified IT

Additional Request Information

Requesting Official

*Name:

Title:

*Phone Number:

Extension:

Security Folder

*Location:

Location Name:

Street Address 1:

Street Address 2:

Street Address 3:

City:

State:

Zip Code:

Official Personnel Folder

IT-1 - Special Sensitive, Critical Sensitive and for all duties requiring an SSBI and/or Top Secret eligibility determination.

IT-II Non-Critical Sensitive and for duties requiring an ANACI or NACLC and for duties requiring Secret or Confidential eligibility determination.

IT-III - All others.

Refer to SECNAVINST 5510.30 series.



Security Office Identifier (SOI) and Submitting Office Number (SON)

JCAVS Main Screen - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

Instant Message WebMail Calendar Radio People Yellow Pages Download Customize...

Bookmarks Netsite: https://jpasapp2.osd.mil/JPAS/servlets/com.eds.jpas.client.servlets.JPASChooseRoleServlet What's Related

Additional Scope Information

*Form Type: SF 86 *Position Title:

*Date of Birth: 1960 06 02 *Access Code:

☒ Advance NAC Extra Coverage: ☐ Sensitivity ADP:

SOI: NV00 SON: N999

OPAC-ALC: DoD-Navy

Additional Request Information

Requesting Official

*Name: Title:

*Phone Number: Extension:

Security Folder

*Location: Location Name:

Street Address: City:

State: Zip Code:

Personnel Folder

*Location: Location Name:

Street Address: City:

State: Zip Code:

Investigation Request Status History

☐ Initiate

Document: Done

Start Inbox - Micros... JPAS Gateway... JCAVS Main ... Inbox - Micros... e-qip screens... 5:49 AM

The applicant's Person Category automatically determines the Security Office Identifier (SOI) (NV00 for the DON CAF).

Use your Submitting Office Number (SON).

The OPAC-ALC will always be DoD-Navy for all Navy and Marine Corps personnel.

This information must be present for successful initiation.



Location of Security Folder

JCAVS Main Screen - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

Instant Message WebMail Calendar Radio People Yellow Pages Download Customize...

Bookmarks Netsite: https://ipasapp2.osd.mil/IPAS/servlets/com.eds.ipas.client.servlets.JPASChooseRoleServlet

Additional Scope Information

*Form Type: SF 86 *Position Title:
*Date of Birth: 1960 06 02 *Access Code:
[Advance NAC Extra Coverages](#) ☐ Sensitivity ADP:
SOI: NV00 SON: N999
OPAC: ALC: DoD-Navy

Additional Request Information

Requesting Official

*Name: Title:
*Phone Number: Extension:

Security Folder

*Location: Location Name:
Street Address: City:
State: Zip Code:

Personnel Folder

*Location: Location Name:
Street Address: City:
State: Zip Code:

Investigation Request Status History

Select Person
View SMO
Create/Modify Visit Notifications

- Access Suspension
- Action by Svc SMO
- Aging Interim
- CAF Information Rqst
- Eligibility Change
- Incident Update
- Indoc/Debrief Assist
- Interim SCI Status
- Invest Rqst S
- Message From SMO
- Overdue Suspense
- Pending SPA
- Projected Losses
- Reactivate Rqst Stat
- RRU Response
- SOR
- SPA Status
- Visit

Reports

- Access Number
- PSM Net
- Home
- Chg Password
- Chg Category/Level
- Tutorial
- Logout

Document: Done

Start | Inbox - Micros... | JPAS Gateway... | JCAVS Main... | Inbox - Micros... | e-qip screens... | 5:49 AM

Complete the Requesting Officials name, etc.

For Security Folder, click on one of the following:

NPI - No pertinent information.

None - Self-explanatory.

Other - If you physically have a personnel security folder, so indicate.

SOI - Do Not Use. This is the DON CAF.



Location of Official Personnel Folder

JCAVS Main Screen - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

Instant Message WebMail Calendar Radio People Yellow Pages Download Customize...

Bookmarks Netsite: <https://jpasapp2.osd.mil/jPAS/servlets/com.eds.jpas.client.servlets.JPASChooseRoleServlet> What's Related

Additional Scope Information

*Form Type: SF 86 *Position Title:
*Date of Birth: 1960 06 02 *Access Code:
Advance NAC Extra Coverage: ☐ Sensitivity ADP:
SOI: NV00 SON: N999
OPAC-ALC: DoD-Navy

Additional Request Information

Requesting Official

*Name: Title:
*Phone Number: Extension:

Security Folder

*Location: Location Name:
Street Address: City:
State: Zip Code:

Official Personnel Folder

Location: Location Name:
Street Address: City:
State: Zip Code:

Investigation Request Status History

Select Person
View SMO
Create/Modify Visit
Notifications

- Access Suspension
- Action by Svc SMO
- Aging Interim
- CAF Information Rpt
- Eligibility Change
- Incident Update
- Indoc/Dubrief Assist
- Interim SCI Status
- Invest Rpt Status
- Message From CAF
- Overdue Suspense
- Pending SPA
- Projected Losses
- Reactivate Rpt Stat
- RRU Response
- SOR
- SPA Status
- Visit

Reports

- Access Number
- PSM Net
- Home
- Chg Password
- Chg Category/Level
- Tutorial
- Logout

For Official Personnel Folder (OPF) click on one of the following:

NPRC - if the Official Personnel Folder (OPF) is at the National Personnel Records Center.

SON - if the OPF is at the Submitting office.

None - Self-explanatory.

Other - if the OPF is at another location and furnish the address.



Initiate the e-QIP Request

JCAVS Main Screen - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

Instant Message WebMail Calendar Radio People Yellow Pages Download Customize...

Bookmarks Netsite: https://ipasapp.dsis.dod.mil/JPAS/servlets/com.edis.ipas.client.servlets.JPASChooseRoleServlet

What's Related

Select Person
View SMO
Create/Modify Visit
Notifications ▶
Reports ▶
PSM Net
Manage Invest Rqsts
Create Invest Rqst
Invest Rqst Status
Home
Chg Password
Chg Category/Level
Tutorial
Logout

*Location: SOI

Location Name:

Street Address 1:

Street Address 2:

Street Address 3:

City:

State: Zip Code:

Official Personnel Folder

*Location: SON

Location Name:

Street Address 1:

Street Address 2:

Street Address 3:

City:

State: Zip Code:

Investigation Request Status History

☐ Pending PSI ☒ Initiate PSI

Save Save and Return Cancel

Click "Initiate" and then "Save".

SPECIAL NOTE: When you click on the "Pending" radio button, that allows you to save your work without initiating the personnel security investigation. It prevents the 30 day clock from starting. Information is only saved in JPAS and nothing is sent to e-QIP allowing the applicant to begin the process of populating the e-QIP personnel security questionnaire.



Initiated e-QIP Request

CR722 Prototype Review - Microsoft Internet Explorer provided by EDS COE

File Edit View Favorites Tools Help

Welcome
Non-Industry
Initiated Addl
Inv Rqst Stat
R for R All Att
Industry
Notifications (L

***Name:** John Dillenger
Title: Officer
***Phone Number:** 555-1212 **Extension:** N/A
Security Folder
***Location:** Other
Location Name: EDS
Street Address 1: 975 Eastwind Drive
Street Address 2: N/A
Street Address 3: N/A
City: Westerville
State: Ohio **Zip Code:** 43081
Official Personnel Folder
***Location:** Other
Location Name: FT. LEE
Street Address 1: 123 Main Street
Street Address 2: N/A
Street Address 3: N/A
City: Columbus
State: Ohio **Zip Code:** 43017

Investigation Request Status History

Created By: W0U0AA - US ARMY GARRISON FT LEE, Level 5

Documents: ☐ *SF86 Cert ☐ *Info Release

Status	Date
Initiated PSI	2005 01 13

[Documents](#)

☐ Stop PSQ

Save Save and Return Cancel

start 00 ... ED ... Tex ... G:\ ... Micr ... Win ... CR ... Doc ... Scr ... larr ... 3:46 PM

This reflects an initiated PSI



Record of Request

JCAVS Main Screen - Microsoft Internet Explorer provided by NMCI

File Edit View Favorites Tools Help

Address: https://jpasapp.dsis.dod.mil/JPAS/servlets/com.eds.jpas.client.servlets.JPASChooseRoleServlet

Organization Status: N/A
Occupation Code: 6002
SCI SMO: N/A
Non-SCI SMO: VMA-513 MAG-13 3 MAW, Level 6, (928) 269-2841, kevin.keamy@usmc.mil; serena.grandov@usmc.mil; philip.halpain@usmc.mil
Servicing SMO: Yes
Office Symbol: N/A
Position Code: N/A
Arrival Date: N/A
Office Phone Comm: N/A
Separation Status: N/A
Interim: N/A
Separation Date: 2007 09 01
Grade: O2E
PS: N/A
RNLTD: N/A
Office Phone DSN: N/A
TAFMSD: 1997 04 22
Proj. Departure Date: 2007 07 01
Proj. UIC/RUC/PASCODE: 017

[Report Incident](#) [In/Out Process](#) [Remarks](#)

[Suspense Data](#) [Investigation Request](#)

Investigation Summary [Investigation History](#)

[Investigation Request of NACL C. Initiated PSI on 2007 02 27. Days Until Termination: 30](#)

ENAC from DSS, Opened, Closed 1997 04 18

Adjudication Summary [Adjudication History](#)

PSI Adjudication of ENAC DSS, Opened, Closed 1997 04 18, determined Eligibility of Secret on 1997 04 18 DoNCAF

External Interfaces

[Perform SII Search](#) [DCII](#)

Notice: Under the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, Section 552a Public Law 93-579, DoDD 5400.11, DoDR 5400.11-R and the applicable service directives.

Done

Start | Internet | JCAVS Main ... | 12:18

This record reflects an initiated NACL C. The applicant has been approved to begin the e-QIP process.



Time Limits

The following are the timelines when initiating, reviewing and approving an e-QIP:

Initiating

Once an Investigation Request is initiated in JPAS, an applicant has **30 days** to login to e-QIP and start their PSQ or the Investigation Request is terminated.

Once an Investigation Request is initiated in JPAS, an applicant has **90 days** after their initial e-QIP login date to complete their PSQ or the Investigation Request is terminated.

Reviewing and Approving

Once the applicant has completed the PSQ, it must be reviewed and approved within **90 days** or the Investigation Request is terminated.

What are some other important e-QIP timelines?

Pending PSQs

An Investigation Request that remains in a Pending Status and is not "Initiated" will be deleted **30 days** after creation.

Stopped PSQs

If an applicant has started to complete a PSQ but the Investigation Request is stopped, it must be resumed within **90 days**.

If the applicant has not started to complete a PSQ, but the Investigation Request is stopped, it must be resumed within **30 days**.

Revised PSQs

An applicant has **60 days** to log into e-QIP and complete updates to their PSQ if revisions are required.



Time Limits

Attachments not submitted within **60 days** of an e-QIP submission will cause the e-QIP to terminate.

Paper copies of attachments will no longer be accepted.



How to Approve e-QIP

How to Review and Approve an e-QIP Submission

Reviewer/Approver must be a JCAVS User level 2, 3, 4, 5, 6 with permissions granted.

Reviewer/Approver must be in the initiating JCAVS SMO.

JPAS notifies the initiating SMO through JCAVS notifications that the investigation request is ready for review.

All releases, Certification of SF86, Authorization for Release of Information and Release of Medical Information forms must be associated with investigation request for the **Approve** permission.

The SMO is also notified of each subsequent status change, e.g., approved, revised, stopped, etc.

Investigation Request Status Notifications are not removed by the system and must be manually removed. You must click **Remove From Display** and then **Save**.

The JCAVS requester can access the **Add/Modify Investigation Request** screen to review and approve the investigation request. The JCAVS **Person Summary Investigation Summary** case line also displays Investigation Request status.



Investigation Request Status Notification

CR722 Prototype Review - Microsoft Internet Explorer provided by EDS COE

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address G:\JPAS\99_Temp\FishbaughDave\05_UI_Prototypes\CR722Frame.html Go

Investigation Request Status Notification

Records 1 - 4 of 5, Page 1 of 2
1 2 Next Last

Sort/Find By: Last Name Find: Find

Category	Type	Request Status	Status Date	Days Until Term.	Expand	Remove From Display
Active Duty	NACLC	Ready for Review PSQ	2005 01 18	70	<input type="checkbox"/>	<input type="checkbox"/>
Academy	ANCI	Initiated PSI	2005 01 18	85	<input type="checkbox"/>	<input type="checkbox"/>
Academy	ANCI	Initiated PSI	2005 03 31	40	<input type="checkbox"/>	<input type="checkbox"/>
Reserve	ANCI	Initiated PSI	2005 02 28	29	<input type="checkbox"/>	<input type="checkbox"/>
Active Duty	NACI	Terminated PSI	2005 03 15	N/A	<input type="checkbox"/>	<input type="checkbox"/>
Industry	SSBI	Ready for DISCO Review and Approval	2005 04 01	60	<input type="checkbox"/>	<input type="checkbox"/>
Industry	NLC	Approved PSQ	2005 01 25	N/A	<input type="checkbox"/>	<input type="checkbox"/>

Records 1 - 4 of 5, Page 1 of 2
1 2 Next Last

Confirm Cancel

Notice: Under the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. Disclosure of information is

start E... T... In... G... M... IN... W... C... d... M... D... 12:42 PM

This is a sample JCAVS notification to the Security Management Office showing the questionnaire has been released and is available for your review.



Investigation Request Status History

CR722 Prototype Review - Microsoft Internet Explorer provided by EDS COE

File Edit View Favorites Tools Help

Street Address 1: 375 Eastwind Drive
Street Address 2:
Street Address 3:
City: Westerville
State: Ohio Zip Code: 43081

Official Personnel Folder

*Location: Other
Location Name: FT. LEE
Street Address 1: 123 Main Street
Street Address 2:
Street Address 3:
City: Columbus
State: Ohio Zip Code: 43017

Investigation Request Status History

Created By: S34780 - UC46_HIGHLEVEL_S34780, Level 2

Documents: ☐ *SF86 Cert ☐ *Info Release

Status	Date
Initiated PSI	2005 01 13
Ready for Review PSQ	2005 01 18

[View PSQ](#) [View Blank Signature Pages](#) [Documents](#)

☐ Stop PSQ ☐ Review PSQ ☐ Revise PSQ

1. PSQ ready for review however
2. No documents attached.
3. Click documents



Investigation Request Documents


CR722 Prototype Review - Microsoft Internet Explorer provided by EDS COE

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address G:\JPAS\99_Temp\FishbaughDave\05_UI_Prototypes\CR722Frame.html Go

Investigation Request Documents

 Grade: O4 Category: Active Duty - Enlisted (USA)

Active Request: NACLC, Ready for Review PSQ on 2005 01 18 for Active Duty - Enlisted (USA) by W0U0AA - US ARMY GARRISON FT LEE, Level 5, (614) 555-1212, smo.emailaddress@myisp.com, Days Until Termination: 70

Document History

Document Type	Status	Date - Time
*SF86 Cert	Upload Received	2005 01 31 - 10:55:36

Document Upload

Document Type:

File Location:

Notice: Under the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, Section 552a Public Law 93-579, DoDD 5400.11, DoDR 5400.11-R and the applicable service directives.

Only one document is attached, the SF86 Certification Form. Date and Time is recorded advising when the SF86 Certification Form was forwarded.

The Authorization to Release Form is still required before you will be able to approve. You must upload or fax the Release form.



Investigation Request Status Notification

CR722 Prototype Review - Microsoft Internet Explorer provided by EDS COE

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address G:\JPAS\99_Temp\FishbaughDave\05_UI_Prototypes\CR722Frame.html Go

Investigation Request Status Notification

Records 1 - 4 of 5, Page 1 of 2
1 2 Next Last

Sort/Find By: Last Name
Find:

SSN	Name	Category	Type	Request Status	Status Date	Days Until Term.	Expand	Remove From Display								
		Active Duty	SSBI	Ready for Review PSQ	2005 01 18	90	<input type="checkbox"/>	<input type="checkbox"/>								
		<table><thead><tr><th>Document Type</th><th>Received Date</th></tr></thead><tbody><tr><td>SF86 Cert</td><td>2005 01 31</td></tr><tr><td>Med Release</td><td>2005 01 31</td></tr><tr><td>Info Release</td><td>2005 01 18</td></tr></tbody></table>		Document Type	Received Date	SF86 Cert	2005 01 31	Med Release	2005 01 31	Info Release	2005 01 18					
Document Type	Received Date															
SF86 Cert	2005 01 31															
Med Release	2005 01 31															
Info Release	2005 01 18															
		Academy	ANCI	Initiated PSI	2005 04 25	85	<input type="checkbox"/>	<input type="checkbox"/>								
		Academy	ANCI	Initiated PSI	2005 03 31	40	<input type="checkbox"/>	<input type="checkbox"/>								
		Reserve	ANCI	Initiated PSI	2005 02 28	29	<input type="checkbox"/>	<input type="checkbox"/>								
		Active Duty	NACI	Terminated PSI	2005 03 15	N/A	<input type="checkbox"/>	<input type="checkbox"/>								
		Industry	SSBI	Ready for DISCO Review and Approval	2005 04 01	60	<input type="checkbox"/>	<input type="checkbox"/>								
		Industry	NLC	Approved PSQ	2005 01 25	N/A	<input type="checkbox"/>	<input type="checkbox"/>								

Records 1 - 4 of 5, Page 1 of 2
1 2 Next Last

start E... T... In... G... M... IN... W... C... d... M... D... 12:48 PM

This notification reflects that all documents are available. Now you will be able to Review and Approve the PSQ.



Investigation Request Documents History

CR722 Prototype Review - Microsoft Internet Explorer provided by EDS COE

File Edit View Favorites Tools Help

Address: G:\JPAS\99_Temp\FishbaughDave\05_UI_Prototypes\CR722Frame.html

Investigation Request Documents

Grade: O4 Category: Active Duty - Enlisted (USA)

Active NACLC, Ready for Review PSQ on 2005 01 18 for Active Duty - Enlisted (USA) by W000AA - US ARMY GARRISON FT LEE,
Request: Level 5, (614) 555-1212, smo.emailaddress@myisp.com, Days Until Termination: 70

Document History

Document Type	Status	Date - Time
*SF86 Cert	Fax Received	2005 01 31 - 06:40:57
*Info Release	Upload Received	2005 01 31 - 11:11:11
Med Release	Fax Received	2005 01 18 - 19:23:08
*Info Release	Upload Received	2005 01 30 - 12:50:00
*Info Release	Attachment Failed: e-QIP Not Available	2005 01 29 - 14:41:59
*SF86 Cert	Attachment Failed: e-QIP Not Available	2005 01 28 - 09:35:46
*Info Release	Fax Received	2005 01 27 - 10:17:42

Document Upload

Document Type:

File Location:

Notice: Under the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, Section 552a Public Law 93-579, DoDD 5400.11, DoDR 5400.11-R and the applicable service directives.

This reflects a history of actions taken to submit all documents through JPAS.



Ready for Review and Approval

Official Personnel Folder

*Location: Other

Location Name: FT. LEE

Street Address 1: 123 Main Street

Street Address 2:

Street Address 3:

City: Columbus

State: Ohio

Zip Code: 43017

Investigation Request Status History

Created By: W0U0AA - US ARMY GARRISON FT LEE, Level 5

Documents:

☒ *SF86 Cert

☒ *Info Release

☒ Med Release

Status	Date
Initiated PSI	2005 01 13
Ready for Review PSQ	2005 01 18

[View PSQ](#)

[View Blank Signature Pages](#)

[Documents](#)

☐ Stop PSQ

☒

☐ Review & Approve PSQ

☐ Revise PSQ

Save

Save and Return

Cancel

All documents are available. You can now Review and Approval the PSQ.



Record of Approval

State: Ohio	Zip Code: 43001
Official Personnel Folder	
*Location: Other	
Location Name: Somewhere	
Street Address 1: 123 Main Street	
Street Address 2: N/A	
Street Address 3: N/A	
City: Columbus	
State: Ohio	Zip Code: 43017

Investigation Request Status History

Created By: W0U0AA - US ARMY GARRISON FT LEE, Level 5


Documents: ☒ *SF86 Cert ☒ *Info Release ☒ Med Release

Reviewed By: W0U0AA - US ARMY GARRISON FT LEE, Level 5

Approved By: W0U0AA - US ARMY GARRISON FT LEE, Level 5

Approver Phone: 555-1212

Status	Date
Initiated PSI	2005 01 13
Ready for Review PSQ	2005 01 18
Approved PSQ	2005 01 31



[Documents](#)

This reflects the date that the PSQ was approved and submitted to OPM.



Modification/Revision of Investigation Request

JCAVS Main Screen - Microsoft Internet Explorer

Address: https://ipasapp.dsic.dod.mil/JPAS/servlets/com.eds.ipas.client.servlets.JPASChooseRoleServlet

City: WASHINGTON
State: District of Columbia
Zip Code: 20388

Official Personnel Folder

*Location: Other
Location Name: HUMAN RESOURCES SERVICING CENTE
Street Address 1: 3230 RANDALL WAY
Street Address 2:
Street Address 3:
City: SILVERDALE
State: Washington
Zip Code: 98383

Investigation Request Status History

Created By: 632854 - NCIS, Level 4

Status	Date
Initiated PSI	2006 02 03
Ready for Review PSQ	2006 02 07

[View PSQ](#) [View Signature Pages](#)

☐ Stop PSQ ☐ Review PSQ ☐ Review & Approve PSQ ☐ Revise PSQ

Save Save and Return Cancel

Notice: Under the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, Section 552a Public Law 93-579, DoDD 5400.11, DoDR 5400.11-R and the applicable service directives.

The "Approver" or "Overriding Approver" determines that the applicant needs to modify the PSQ.



Revise Personnel Security Questionnaire

JCAVS Main Screen - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://jpasapp.dsis.dod.mil/JPAS/servlets/com.eds.jpas.client.servlets.JPASChooseRoleServlet

State: District of Columbia Zip Code: 20388

Official Personnel Folder

*Location: Other

Location Name: HUMAN RESOURCES SERVICING CENTE

Street Address 1: 3230 RANDALL WAY

Street Address 2:

Street Address 3:

City: SILVERDALE

State: Washington Zip Code: 98383

Investigation Request Status History

Created By: 632854 - NCIS, Level 4

Status	Date
Initiated PSI	2006 02 03
Ready for Review PSQ	2006 02 07

[View PSQ](#) [View Signature Pages](#)

☐ Stop PSQ ☐ Review PSQ ☐ Review & Approve PSQ ☒ Revise PSQ

*Revision Reason:

Insufficient information in PSQ

Save Save Upscope

Notice: Under the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, Section 552a Public Law 93-579, DoDD 5400.11, DoDR 5400.11-R and the applicable service directives.

The "Approver" or "Overriding Approver" chooses a revision reason.

The "Approver" or "Overriding Approver" submits the revised investigation request.

JPAS sends the revised investigation request to e-QIP. The e-QIP notifies JPAS that the investigation request revision was accepted.



Revise Personnel Security Questionnaire

Category	Investigation Type	Request Status	Status Change Date	Remove From Display
Civilian Employee	SBPR	Approved PSQ	2006 01 26	<input type="checkbox"/>
Civilian Employee	SSBI	Revised PSQ	2006 02 06	<input type="checkbox"/>
Civilian Employee	SSBI	Initiated PSI	2006 02 06	<input type="checkbox"/>

JPAS provides the investigation request status to the initiating Security Management Office.

External to JPAS, the "Approver" or "Overriding Approver" notifies the applicant to make necessary changes to the PSQ in e-QIP.

If the applicant can not get into e-QIP using their former "Golden Questions" or they have forgotten their "Golden Questions" the applicant must contact the Defense Security Service (DSS) Helpdesk at 1-888-282-7682 to have their "Golden Questions" reset.





Revise Personnel Security Questionnaire

JCAVS Main Screen - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://ipasapp.dsis.dod.mil/JPAS/servlets/com.eds.jpas.client.servlets.JPASChooseRoleServlet

Select Person
View SMO
Create/Modify Visit
Notifications
Access Suspension
Action by Sec SMO
Aging Interim
CAF Information Rqst
Eligibility Change
Incident Update
Invest Rqst Status
Message From CAF
Overdue Suspense
Projected Losses
Reactive Rqst Stat
RRU Response
SOR
Visit
Reports
PSM Net
Manage Invest Rqsts
Home
Chg Password
Chg Category/Level
Tutorial
Logout

Location Name: DIRECTOR NAVAL CRIMINAL INVESTIGATION SERVICE
Street Address 1: 716 SICARD STREET SE
Street Address 2: N/A
Street Address 3: N/A
City: WASHINGTON
State: District of Columbia
Zip Code: 20388
Official Personnel Folder

***Location:** Other
Location Name: HUMAN RESOURCES SERVICING CENTER
Street Address 1: 3230 RANDALL WAY
Street Address 2: N/A
Street Address 3: N/A
City: SILVERDALE
State: Washington
Zip Code: 98383

Investigation Request Status History

Created By: 632854 - NCIS, Level 4
Revised By: 632854 - NCIS, Level 4
Revision Reason: Insufficient information in PSQ

Status	Date
Initiated PSI	2006 02 03
Ready for Review PSQ	2006 02 07
Revised PSQ	2006 02 08

Close

Notice: Under the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, Section 552a Public Law 93-579, DoDD 5400.11, DoDR 5400.11-R and the applicable service directives.

Done

Start JCAVS Main Screen ... Doc23.doc - Microsoft ...

6:02 AM

IMPORTANT NOTICE: Each time an applicant has to revise their forms, the PSQ Case Number changes. The certifications must be resigned and redated and submitted to the Security Manager.



Override a Pending Investigation Request

JCAVS Main Screen - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address: https://ipasapp.dsis.dod.mil/JPAS/servlets/com.eds.ipas.client.servlets.JPASChooseRoleServlet

Determine Investigation Scope

Grade: E6 Category: Active Duty - Enlisted (USN)

Active Request: N/A

*Eligibility: SCI - DCID 6/4

Determine Investigation Type

Initiation Scope

Eligibility: SCI - DCID 6/4

Recommended Investigation Type: SSBI

*Investigation Type: SSBI

Override Justification:

*Sensitivity Level Code: Deployment
Requires a higher Investigation
Transitioning to PSP

Duty/Position Code:

Periodic Reinvestigation: No

Recommended Service Code: 120 Days

*Service Code: 120 Days

Override Justification:

OK Cancel

Done

Start JCAVS Main... Microsoft Po... DCII - Micros... Periodic Rein...

Internet 9:43 AM

If it is determined that the applicant requires a different PSI for that which has been validated, you must override the request.

Only levels 2 and 4 have permission.

1. Choose the type of investigation
2. Choose the justification for the requested investigation.



Override a Pending Investigation Request

JCAVS Main Screen - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address: https://ipasapp.dsis.dod.mil/JPAS/servlets/com.eds.jpas.client.servlets.JPASChooseRoleServlet

Active Request: N/A

*Eligibility: SCI - DCID 6/4

Determine Investigation Type

Initiation Scope

Eligibility: SCI - DCID 6/4

Recommended Investigation Type: SSBI Periodic Reinvestigation: No

*Investigation Type: SSBI

Override Justification:

*Sensitivity Level Code: Military

Duty/Position Code:

Recommended Service Code: 120 Days

*Service Code: 120 Days

Override Justification:

Short Notice Assignment
Subject entering PSP
Subject entering School

Cancel

Notice: Under the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, Section 552a Public Law 93-579, DoDD 5400.11, DoDR 5400.11-R and the applicable service directives.

Done

Start JCAVS Main Scre... Microsoft PowerPo... DCII - Microsoft O... Doc27.doc - Micro...

Internet

9:44 AM

1. If a civilian, complete the "Sensitivity Level Code"
2. Choose the sensitive level code. If appropriate, select the Duty/Position Code and choose the required justification for the request.



PSI Automation Signature Pages

The following signature pages must be received in JPAS to process an Investigation Request.

- Certification of SF86
- Authorization for Release of Information Release
- Medical Information

There are two methods to provide the signature pages through JPAS:

Fax or scan and upload

NOTE: Investigation initiated prior to 3 March 2007: Fax the signature pages to OPM at 724-794-1469/1412/1033.

Investigations initiated after 3 March: Fax the signature pages to 1-866-804-0686 or uploaded directly through selections in JPAS.



Fax/Uploading Signature Pages

Any person can fax a signature page. JPAS optically reads, using Optical Character Recognition (OCR), information on the fax to associate the fax to the correct investigation request and document type.

The Security Manager can print blank signature pages from JPAS, or the person can print the signature pages from e-QIP once they have been certified.

Faxed documents are stored in the JPAS repository until the investigation request is approved. The documents are sent to e-QIP with the approval.

DO NOT WRITE ANYTHING ON THE SIGNATURE FORMS.

DO NOT SEND A COVER SHEET.

Fax phone number: 1-866-804-0686

Uploading the forms

The JCAVS User can browse and select a document from a local or network drive to upload.

The User identifies the type of document and the appropriate investigation request through selections in JPAS.

Documents are uploaded directly to e-QIP in real-time and are not stored in the JPAS document repository.



Fax/Uploading Signature Pages

Signature pages can be viewed and replaced in JPAS.

Investigation Request Status Notification

- Redisplayed when a signature page is received
- Displays receipt of currently associated signature pages

JPAS displays Status History of signature documents for an Investigation Request.

- Method (Fax or Upload)
- Result (Success or Failure)
- If Failure, reason for failure. Only documents that could be associated with the investigation request are displayed in the status history.
- Date and Time

\



JCAVS Approval Process

Official Personnel Folder	
*Location:	Other
Location Name:	FT. LEE
Street Address 1:	123 Main Street
Street Address 2:	
Street Address 3:	
City:	Columbus
State:	Ohio
Zip Code:	43017
Investigation Request Status History	
Created By: W0U0AA - US ARMY GARRISON FT LEE, Level 5	
Documents: <input checked="" type="checkbox"/> *SF86 Cert <input checked="" type="checkbox"/> *Info Release <input checked="" type="checkbox"/> Med Release	
Status	Date
Initiated PSI	2005 01 13
Ready for Review PSQ	2005 01 18
View PSQ View Blank Signature Pages Documents	
<input type="radio"/> Stop PSQ <input type="radio"/> Review PSQ <input type="radio"/> Review & Approve PSQ <input type="radio"/> Revise PSQ	
<input type="button" value="Save"/> <input type="button" value="Save and Return"/> <input type="button" value="Cancel"/>	

At this point you can "Review", "Review and Approve", "Revise" or "Stop" the PSQ based on permissions you were granted.

At any point after initiation and prior to approval or termination of an investigation request, an Initiator, Overriding Initiator, Approver, or Overriding Approver determines that investigation request should be stopped.

The Initiator, Overriding Initiator, Approve, or Overriding Approver chooses to stop the request.

JPAS sends the stop request to e-QIP. The e-QIP notifies JPAS that the investigation request has been stopped. JPAS notifies the initiating SMO of the stopped investigation request.

At any point after initiation and prior to termination of a stopped investigation request, an Initiator, Overriding Initiator, Approver, or Overriding Approver determines that the investigation request should resume. The Initiator, Overriding Initiator, Approver, or Overriding Approver may resume the investigation.

To view the applicant's release forms click "View Signature Forms".



Submitting e-QIP

Official Personnel Folder

*Location: Other

Location Name: FT. LEE

Street Address 1: 123 Main Street

Street Address 2:

Street Address 3:

City: Columbus

State: Ohio

Zip Code: 43017

Investigation Request Status History

Created By: WDU0AA - US ARMY GARRISON FT LEE, Level 5

Documents: ☒ *SF86 Cert ☒ *Info Release ☒ Med Release


Status	Date
Initiated PSI	2005 01 13
Ready for Review PSQ	2005 01 18

[View PSQ](#)

[View Blank Signature Pages](#)


[Documents](#)

☐ Stop PSQ



☐ Review & Approve PSQ

☐ Revise PSQ



Save

Save and Return

Cancel

If you are ready to submit the questionnaire, click "Approved" and then "Save".

Note: The investigation will not be scheduled by OPM until receipt of applicant's release forms and fingerprint cards.



Investigation Request Status

CR722 Prototype Review - Microsoft Internet Explorer provided by EDS COE

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address G:\JPAS\99_Temp\FishbaughDave\05_UI_Prototypes\CR722Frame.html Go

State: Ohio Zip Code: 43081

Official Personnel Folder

*Location: Other
Location Name: Somewhere
Street Address 1: 123 Main Street
Street Address 2: N/A
Street Address 3: N/A
City: Columbus
State: Ohio Zip Code: 43017

Investigation Request Status History

Created By: W0U0AA - US ARMY GARRISON FT LEE, Level 5
Documents: ☒ *SF86 Cert ☒ *Info Release ☒ Med Release
Reviewed By: W0U0AA - US ARMY GARRISON FT LEE, Level 5
Approved By: W0U0AA - US ARMY GARRISON FT LEE, Level 5
Approver Phone: 555-1212

Status	Date
Initiated PSI	2005 01 13
Ready for Review PSQ	2005 01 18
Approved PSQ	2005 01 31

[Documents](#)

Close

start E... T... In... G... M... IN... W... C... d... Mi... D... 12:52 PM

The JCAVS record above reflects the entire process.



JCAVS Notification

Investigation Request Status Notification

Records 1 - 1 of 1, Page 1 of 1

SSN	Name	Category	Investigation Type	Request Status	Status Change Date	Remove From Display
		Civilian Employees	SBRP	Approved	2004 12 21	<input type="checkbox"/>

Records 1 - 1 of 1, Page 1 of 1

Notice: Under the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, Section 552a Public Law 93-579, DoDD 5400.11, DoDR 5400.11-R and the applicable service directives.

The JCAVS notification reflects that the Security Manager has approved and submitted the questionnaire.





Investigation Receipt

JCAVS Main Screen - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address: https://jpasapp.dsis.dod.mil/JPAS/servlets/com.eds.jpas.client.servlets.JPASChooseRoleServlet

Select Person
View SMO
Create/Modify Visit
Notifications
Access Suspension
Action by Sec SMO
Aging Interim
CAF Information Rqst
Eligibility Change
Incident Update
Invest Rqst Status
Message From CAF
Overdue Suspense
Projected Losses
Reactivate Rqst Stat
RRU Response
SOR
Visit
Reports
PSM Net
Manage Invest Rqsts
Home
Chg Password
Chg Cate
Tutorial
Logout

Person Category Information

Category Classification: N/A
Organization: 63285, 63285, 63285, 63285, DC, 20388
Organization Status: N/A
Occupation Code: 1811
SCI SMO: N/A
Non-SCI SMO: NCIS, Level 4, 2024339631, caborden@ncis.navy.mil
Servicing SMO: No
Office Symbol: N/A
Position Code: N/A
Arrival Date: N/A
Office Phone Comm: N/A
Separation Status: N/A
Interim: Interim Secret, 2005 06 08

Separation Date: N/A
Grade: GS09
PS: Non Critical Sensitive
RNLT: N/A
Office Phone DSN: N/A
TAFMSD: N/A
Proj. Departure Date: N/A
Proj. UIC/RUC/PASCODE: N/A

[Report Incident](#) [In/Out Process](#) [Remarks](#)
[Suspense Data](#) [Investigation Request](#)

[Investigation Summary](#) [Investigation History](#)
[Adjudication Summary](#)
[External Interfaces](#)
[Perform SII Search](#) [DCII](#)

Notice: Under the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, Section 552a Public Law 93-579, DoDD 5400.11, DoDR 5400.11-R and the applicable service directives.

Done

Start JCAVS Main Scre... Microsoft PowerPo... Inbox - Microsoft ... E-QIP.doc - Micros...

11:15 AM

To verify that OPM has received the e-QIP, click on "Perform SII Search".



Investigation Receipt

e-Clearance - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

Instant Message WebMail Calendar Radio People Yellow Pages Download Customize...

Bookmarks Netsite: s://ipasapp2.osd.mil/JPAS/servlets/com.eds:ipas.client.servlets.JCAVSMAPersonSummaryServlet?initialProcess=false&link=JCAVSeClearanceSII

e-Clearance

Requested Person Information

SSN: [REDACTED] Date of Birth: [REDACTED]

SII Person Information

Country of Birth: [REDACTED] SSN: [REDACTED] Date of Birth: [REDACTED]

SII AKA Names

[REDACTED]

SII Investigation Summary

OFI79PRI From D/DEFENSE, Case # P9520084 CLOSED, Closing Action: CLOSED COMPLETE 1995 02 28, File Available: N
NACI (NR) From OPM, Case # 81141646 CLOSED PHASE I, Closing Action: PROCESSED 1982 04 28, File Available: N
SSBI-PR From OPM, Case # 05J01868 RECEIVED, Closing Action: , File Available: N

SII Clearance Summary

SII Messages

[REDACTED]

Close

Notice: Under the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, Section 552a Public Law 93-579, DoDD 5400.11, DoDR 5400.11-R and the applicable service directives.

Document: Done

Start JPAS Gateway - Netscape JCAVS Main Screen - Nets... e-Clearance - Netscape Microsoft PowerPoint 11:54 AM

OPM has received the e-QIP. Once the e-QIP release forms and fingerprint cards, if applicable, are mailed to OPM the investigation will be scheduled and reflected as an open investigation in JCAVS.



Mailing Instructions

Mail fingerprint cards (SF-87 or FD 258s) to:

E-QIP Rapid Response Team - Used for FEDEX

OPM-FIPC

1137 Branchton Rd.

Boyers, PA 16018

Or

E-QIP Rapid Response Team

OPM-FIPC

P.O. Box 618

Boyers, PA 16018



Items Most Often Requiring Corrective Action

- Releases not dated, signed or legible. Modifications must be initialed by the applicant.
- DOB or POB discrepancy between the fingerprint card (FPC) and the questionnaire.
- Full middle name required on FPC (must match the questionnaire). If no middle name indicate "NMN", if initial only indicate "IO".
- City, State, Zip Codes are required for ALL residence and employment addresses.
- SSNs and POB required for cohabitants on SSBI requests.
- There are employment and residence gaps on the questionnaire.
- If legally separated from spouse, the applicant must reflect separation date and current or last known residence of spouse.
- Failure to include marital status of previous spouse, if unknown, indicate unknown.
- Clarify debts; indicate if still outstanding. Provide comments in remarks section, if needed.
- The applicant's signed certification of accuracy of e-QIP must be within 180 days.



Fax Errors

Possible Fax Errors

- Identifying information on the fax cannot be associated to Investigation Request in JPAS

The JPAS and the fax is associated with wrong the wrong Investigation Request or Document Type